

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/Pers		X		
14	D/OLL		X		
15	D/PAO		X		
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

INFO TO ALL

V Date

3637 (10-81)

STAT



United States Department of State

Washington, D.C. 20520

Executive Registry

84 - 10427

December 29, 1984

MEMORANDUM FOR: All Department and Agency Executive Secretariats

SUBJECT: New State Department Executive Secretary

Effective January 7, 1985, Nicholas Platt will replace Charles Hill as Special Assistant to the Secretary and Executive Secretary of the Department of State. As of that date, all correspondence previously addressed to Charles Hill should be directed to Mr. Platt.

A handwritten signature in cursive script, reading "Michele M. Bova".

Michele M. Bova
Director
Secretariat Staff

LOGGED
3 JAN 1985